

ACTION SUMMARY
SPECIAL BOARD WORKSHOP MEETING

March 2, 2009 – 5:00 p.m.

Administration Building
2101 Hurley Way, Sacramento, CA

CALL TO ORDER

President Lawson called the meeting to order. Board Members Present: Goold, Jones, Kelly, Lawson, Valley. Directors Clark, Engellenner, Granados, Trujillo, absent.

Staff present: Fire Chief Mette, Board Clerk Tilson, General Counsel Chavez.

PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION ON ITEM (S) SCHEDULED ON THE AGENDA: None

PROPOSED POLICIES—(Lawson/Valley)

Strategic Management Systems, Inc. ("SMS") was engaged by the District to conduct an independent review and evaluation of the District's policies relating to administration and management issues. A binder previously distributed to the Board for review contained a 17-page Summary Report dated October 8, 2008, and a total of 36 revised and new draft policy documents, along with a new Code of Conduct.

President Lawson recommended the binder be tabbed for easy reference and identified with an index in future sessions.

Director Valley, Chair of the Policy Committee, conducted the review of the proposed policies submitted for approval or modification. Policies not approved will be referred to the Policy Committee for further action.

17-PAGE SUMMARY REPORT ON POLICIES, PROCEDURES, PRACTICES AND PROTOCOLS –

Board Action:

Approved the Summary Report as written.

NEW CODE OF ETHICS –

General Counsel Chavez recommended no action. The District has been involved in developing the Strategic Plan and through that process, substantial revisions have been made and it will be brought back at a future date.

ACTION ON DRAFT POLICIES:

Nineteen (19) key policy documents were revised, updated, and made consistent with current California State law/regulation, Federal regulations, agreements with Local 522 and Local 150, and operating general orders. Included were the following in policy number order:

1. 100.02 Policy on Policy Development (PPM, Issuing, Revising, Retracting) –

The Board of Directors should be identified throughout the Policy document as the policy setting body – under Scope; Item No. 1 in Procedures to reflect “Board” instead of General Counsel; Page 4, Item No. 4 needs clarification in the second sentence, “All draft ~~Board~~ policies . . . ” Further clarification needed on policies coming out of different entities within the global organization.

General Board consensus to change language in policies to reflect the role of the Board in partnership with the Fire Chief rather than General Counsel and to include the Human Resources Manager wherever appropriate.

General Counsel Chavez agreed with the comments and the policies can be changed.

In response to President Lawson, General Counsel Chavez stated copies of the old policies that have been revised can be made available for review to compare the changes.

Board Action

Policy on Policy Development to be revised to reflect the Board’s role in approval of policies. Tabled and referred to the Policy Committee.

2. 112.01 Travel and Conference Expense**Board Action**

Change to a Board Policies. Tabled and referred to the Policy Committee.

3. 122.01 Alternate Work Schedules**Board Action**

Change to Operations Policies. No action necessary.

4. 138.01 Stolen District Policy**Board Action**

Change to a Board Policies. Refer to the Policy Committee.

5. 140.01 Light Duty**Board Action**

Operations Policies – no action necessary.

6. 202.01 Incident Reporting Documentation**Board Action**

Operations Policies – no action necessary.

7. 302.01 Use of District Facilities**Board Action**

Change to Board Policies. Adopted.

8. 303.01 Nepotism**Board Action**

Tabled and referred to the Policy Committee.

9. 310.01 Equal Employment Opportunity**Board Action**

Adopted.

10. 312.01 Non- Discrimination in Employment**Board Action**

Adopted.

11. 314.01 Unlawful and Sexual Harassment**Board Action**

Adopted with title change to "Workplace Harassment."

12. 316.01 Drug and Alcohol**Board Action**

Adopted with addition to be made on Page 2, Section 4, "Intent of the District to follow all State and Federal Laws concerning this topic."

13. 318.01 Smoking Policy**Board Action**

Adopted.

14. 328.01 Court Appearance and Jury Duty - Time Off**Board Action**

Change to Operations Policies – no action necessary.

15. 332.01 District Vehicle Use**Board Action**

Adopted.

16. 374.01 Report of Occurrence**Board Action**

*Change to “Administrative Policies” or staff designated type of policy.
No action necessary.*

17. 390.01 Family and Medical Leave**Board Action**

*Change to Administrative Policies.
No action necessary.*

18. 653.01 Complaint Standards and Procedures**Board Action**

Change to Operations Policies – no action necessary.

19. 1006.01 Cell Phone**Board Action**

Change to Operations Policies – no action necessary.

Another seventeen (17) new policy documents were drafted by Strategic Management Systems, Inc. to address workplace issues and identified problems, as follows:

20. Anonymity/Confidentiality**Board Action**

Change to Board Policies and add amendment to Page 1, Section 2 under Procedures “. . . or any member of the Board of Directors.” Adopted.

21. Conflicts of Interest Policy**Board Action**

General Counsel requested to clarify if there is any conflict with the Fair Political Practices Commission (FPPC) code covering the Board prior to placement of the policy on the agenda.

22. Disabilities and Age Non-Discrimination**Board Action**

Adopted.

23. Discipline**Board Action**

Adopted.

24. Disclosure of Misconduct**Board Action**

Progressive levels of discipline should be inserted to include the Human Resources Manager; add References/Citation section to reflect Anonymity/Confidentiality Policy. Tabled and referred to the Policy Committee.

25. Disclosure to Law Enforcement Agencies**Board Action**

Adopted.

26. E-Mail and Fax**Board Action**

Requested old and new policy to be shown; add References/Citation section to reflect State and/or Civil Code. Tabled and referred to the Policy Committee.

27. Employee Information Privacy**Board Action**

Add References/Citation section to reflect State and/or Civil Code. Tabled and referred to the Policy Committee.

28. Fraud, Theft, and Corruption**Board Action**

Change to Board Policies. Adopted.

29. Internet and Electronic Connection Use**Board Action**

Requested old and new policy to be shown; add References/Citation section to reflect State and/or Civil Code. Tabled and referred to the Policy Committee.

30. Investigations**Board Action**

Add Human Resources where appropriate. Adopted.

31. Investigation Records Management**Board Action**

Add Human Resources where appropriate. Adopted.

32. Non-Retaliation**Board Action**

Adopted.

33. Personal Appearance**Board Action**

Change to Administrative Policies. No action necessary.

34. Reporting Misconduct**Board Action**

Combine with No. 24, Disclosure of Misconduct. Tabled and referred to Policy Committee.

35. Social Misconduct Policy**Board Action**

Tabled and referred to Policy Committee.

36. Workplace Violence**Board Action**

Adopted.

ADJOURNMENT: Board President Lawson adjourned the meeting at 8:00 p.m.

Thomas J. Lawson, President

D'Elman Clark, Secretary

Charlotte Tilson, Clerk of the Board